



## Direct Payroll Interface "DPI" to LCPtracker

Use your existing accounting system's electronic file or report to directly upload all employee certified payroll data to LCPtracker

The direct payroll interface to LCPtracker will allow the use of existing export files from payroll systems as the upload source. Typically, this will be the existing Certified Payroll Report (CPR) that is in an electronic format such as PDF, TXT, CVS or other file format. Please see the steps below to set up your direct payroll interface.

### **Contractor Steps**

To use this capability you will need to:

1. Submit at least 4 weeks of certified payroll report sample of your existing CPR. Must be an electronic file (i.e., PDF, txt, cvs)
2. Submit an explanation of any codes used in the report such as ethnicity codes, benefit codes, or deduction codes. Work classification codes are not needed.
3. **Pay the \$495 DPI start up fee.** This includes your first year annual fee. A credit card is required.
4. Your credit card will be charged annually fee for subsequent years use, fee is \$195 which include one DPI map update. Additional updates will be charge for.
5. LCPtracker will review your submittal and ask for any additional information required.
6. LCPtracker will then build the data model and map the data in your report to the fields in LCPtracker. It may take up to 21 business days to process the map, test it, and bring it online. We will notify you when your DPI is ready so you can upload your existing CPR report.
7. Contractor to upload certified payroll each week using DPI.

### **Annual Pricing After First Year:**

**\$195.00**

### **Refund Policy**

**Full refunds:** Will only occur before the custom mapping starts. Full refunds will only be issued if 1) LCPtracker is unable to map your existing report due to a non-compatibility of file formats or, 2) the data in your report is not sufficient to provide a map that will upload the minimum data required for a valid payroll record.

**Partial refunds:** If you notify us to cease mapping prior the beginning of mapping, a 75% refund will be provided. If no reply, or an incomplete reply is received for requested additional information (within two weeks of the request), a 50% refund is provided.

**No refund:** After first use, no refund will be provided. No refund will be provided after 60 days in any case.

### **To Sign Up:**

Go to the payroll records tab and click the Direct Payroll Subscription Button:

